

VERIFICATION OF EXPERIENCE FOR RENEWAL/RANK CHANGE OF OCCUPATION-BASED CERTIFICATIONS

SECTION I. Record of Personal Information and Preparation to be completed BY APPLICANT (type or print)

A. PERSONAL INFORMATION

LAST 4 OF SSN: _____ Date of Birth: _____

Last Name: _____ Suffix: _____

First Name: _____ Middle: _____

Maiden Name: _____ Gender: ☐ Male ☐ Female

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number (____) _____ ☐ Home ☐ Mobile

Primary E-mail address: _____

Secondary E-mail address: _____

FEES per 16 KAR 4:040		
1.	One (1) year certificate	-0-
2.	Issuance, reissuance, or renewal of regular certificate (including addition of area or rank change) – Five (5) year	\$85.00
3.	Synchronization option for aligning multiple certifications (must meet applicable renewal requirements)	Addl. \$15.00

B.1. TYPE OF CERTIFICATE REQUESTED – check all applicable

☐ One (1) year extension or renewal ☐ Synchronization of expiration dates ☐ Five (5) year renewal ☐ Rank Change

B.2. RENEWAL BASIS

☐ NTI ☐ College Credit ☐ Teaching Experience

C. COLLEGE ATTENDANCE RECORD – list coursework or degrees since certificate was issued or last renewed

(attach official transcript of credits if renewing based on college coursework)

College or University	Address	Dates of Attendance				Total semester hours or degrees awarded
		From	To			
		M	Y	M	Y	

SECTION II. Record of Experience – list teaching or administrative experience since certificate was issued or last renewed

School District	City, State	Position	Check one		Employment Dates			
		(include grade level & subject)	Full time	Other	From	To		
					M	Y	M	Y

I verify that this applicant has had experience as indicated above

☐ Check to indicate applicant has at least 42 hours of Effective Instructional Leadership Act (EILA) credit in the last 5 years

Superintendent (or ATC Principal) Signature: _____

District: _____ Date: _____ District Telephone number: (____) _____